

INSPD Performance Management Performance Appraisal - Manager Rating Checklist



Indiana State
Personnel Department

Use the following questions to ensure comments appropriately support each rating:

1. Does each **goal with a rating of successful** describe whether the outcome was achieved?
2. Does each **goal with a rating of exceeds or exemplary** sufficiently describe the following to support the rating description selected?
 - a. how this outcome exceeds what was originally expected
 - b. what steps were taken, or competencies used to achieve this outcome
 - c. the impact of their performance and/or the outcome
 - d. how this employee's performance or this outcome is more successful than others
3. Does each **goal with a rating of needs improvement or unsuccessful** sufficiently describe any of the following to support the rating description?
 - a. how this outcome failed what was originally expected
 - b. what steps were taken, if any, to achieve this outcome
 - c. the impact of their performance and/or the outcome on the business or customers
 - d. what challenges or barriers were observed, if applicable
 - e. any feedback or guidance given during the review period to improve performance
 - f. any behaviors that impacted achievement of this goal
4. Does each **competency with a rating of successful** share 1-2 specific examples of the employee exhibiting this behavior?
5. Does each **competency with a rating of exceeds or exemplary** share 2-3 specific examples of the employee exhibiting this behavior, the impact of this performance on goals and outcomes, and/or how their behavior is exceptional in comparison to most performers?
6. Does each **competency with a rating of needs improvement or unsuccessful** share 2-3 specific examples of the employee exhibiting this behavior poorly or failing to exhibit this behavior when necessary? Does it describe the negative impact of this performance on goals and outcomes?
7. Are comments specific, objective, and relevant to the goal or competency referenced?
8. Are there any opinions or assumptions that should be avoided?
9. Are there any comments regarding a leave of absence that should be avoided?
10. Has any discipline received during the review period been appropriately considered or addressed?